

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco,
California 94102

415-865-4272 Telecommunications Device for the Deaf

Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ACCOUNTING TECHNICIAN (multiple positions)

JOB REQUISITION: 2562

LOCATION: Sacramento, California

SALARY RANGE: \$3,802- \$4,623 per month

Reporting to the Trial Court Accounting and Financial Services (TCAFS) Accounting Supervisor, the Accounting Technician will be primarily responsible for processing and payment of various trial court invoices, processing and posting cash receipts and payroll.

RESPONSIBILITIES

- Audit invoices/claims includes verification of purchase order, contract, policies and procedures compliance and proper approvals;
- Code, batch and input invoices to the fiscal system. Reviews input for accuracy and correct any discrepancies;
- Research and answer all Accounts Payable inquiries from clients/vendors/management;
- Prepare Accounts Payable correspondence, including invoice disputes;
- Maintain Accounts Payable files for each court. This includes separate files for pending, processed and disputed invoices;
- Reconcile and post cash receipts;
- Reconcile and Post Trust Disbursements on a case by case basis;
- Prepare Daily Cash Reports;
- Mail receipts;
- Monthly cash reconciliation;
- Download and post paid check data;
- Assist with preparation of periodic reports and statements including year-end close;
- Follow-up on delinquent invoices (non-receipt of routine invoices such as telephone bills, recurring maintenance, etc.);
- Monitor and reconcile encumbrance balances;
- Prepare Adjusting Accounts Payable journal entries;
- Maintain payroll files and verification of payroll taxes and preparation of year-end payroll reports & filings;
- Timely and accurate processing of payrolls journal entries and ADP upload;
- Reconciliation and posting of grant journal entries;
- Preparation of journal entries to record cash and general ledger liabilities;
- Reconciliation and clearing of general ledger liability accounts ;
- Preparation of re-class journal entries and correcting journal entries;

- Work closely with courts to assure verification of journal entries and general ledger account coding ;
- Entry and posting of Accounts Payable invoices and several other miscellaneous tasks ; and
- Performs other duties as required.

MINIMUM EDUCATION AND EXPERIENCE

Equivalent to an associate degree, preferably with major course work in accounting, and two years of experience performing accounting operations work such as processing invoices and claims, document review, assisting in the preparation of periodic reports and financial statements, and other similar work.

Additional directly related experience may be substituted for the education on a year for year basis. Additional directly related college level education may be substituted for the experience on a year for year basis.

WORKING CONDITIONS

Must be available to attend meetings outside of normal working hours, work occasional evening and weekend hours.

DESIRABLE QUALIFICATIONS

- Demonstrated experience in working with a complex accounting system, processing accounts payables, accounts receivables, and working with payroll records; and
- Experience with state governmental accounting as well as sophisticated financial systems.

TO APPLY

This position requires the submission of our official application and response to the attached supplemental questionnaire. Resumes without these materials will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled.

Please refer to “**Accounting Technician, Job Req #2562**” on your application materials and all correspondence. To complete an online application, please visit our Web site at <http://www.courtinfo.ca.gov/careers/view.htm>.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts

455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

The Administrative Office of the Courts Is an Equal Opportunity Employer.

A supplemental questionnaire follows this job announcement.

**SUPPLEMENTAL QUESTIONNAIRE FOR
ACCOUNTING TECHNICIAN (JOB REQ. #2562)**

Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review.

The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications.

Your answers to *all* of the questions should be no longer than two pages in total. In each of your responses, please indicate for which employer you performed these functions.

1. Briefly describe the scope and extent of your accounting experience as it relates to your current position and/or the position where the majority of your accounting experience lies. Please include the accounting process, with which you are most familiar, and your specific duties and the size of the overall organization and the accounting unit. Include any experience you may have in keeping and processing payroll records.
2. Describe your experience with personal computers including your experience with Microsoft products, such as Excel, Word, Outlook, etc.
3. List your accounting courses, if any, completed at the college level.
4. Describe your experience, if any, performing reconciliations. Please include the types of reconciliations and your specific duties associated with the process.
5. Describe your experience, if any, performing duties related to reviewing, preparing, and processing payroll activities. Performing reconciliations of benefit, tax and other third party payments and filings as required by state, federal and other related agencies.